

**Job Description**  
**Rural Water District Manager**

**Job Title: Manager**

**Job Summary:**

This is a part-time position, salaried at a yearly rate.

The Manager is responsible to the Board of Directors. The Manager oversees the day-to-day operations of the District, communicates openly with the certified operator, board members and benefit unit holders to ensure all facets of the District's needs are met. The Manager should possess successful management experience in planning, communication, organization, and leadership. The Manager is subject to call back 24 hours per day, 7 days per week, in the event of an emergency, unless relieved by the Board Chair.

**Manager's Responsibilities:**

**Fiscal and Regulatory -** The Manager will:

- Ensure compliance with all state and federal water regulations and reporting requirements.
- Ensure all water testing and required reporting is completed in compliance with the statutory and regulatory requirements.
- Assist with the develop an annual budget in coordination with the accountant and with the assistance of members of the Board or a committee as appointed by the Board Chair.
- Ensure the monthly reading of all benefit unit meters, and ensure readings are properly recorded in the billing system.
- Prepare and mail consumers' bills monthly within the expected billing period.
- Ensure all payments are posted to the correct customer account(s).
- Report all delinquent accounts over 60 days to the Board and terminate water service (in accordance with District Policies).
- Have prior approval from the Chair and Treasurer for all non-routine banking transactions.
- Be responsible for monthly accounting, reporting and administrative procedures.
- Manage and ensure payment of quarterly State and Federal taxes.
- Prepare checks to pay bills and expenses for authorized Directors' signatures.
- Provide appropriate financial records and documentation to auditors, including monthly receipts and disbursement listings, accounts receivable, payroll reports, W-2's, 1099's and bank statements, etc.

**Administrative –** The Manager will:

- Staff the District office during regular business hours.
- Receive, and respond to, communications and inquiries from consumers, vendors, business partners and others, via phone, mail, email, and/or in-person.
- Oversee all activities and office procedures of the District to ensure efficiency and internal account control.
- Acquire and maintain familiarity and understanding of software and hardware applications necessary for the successful and efficient operation of the District's business and customer service functions.
- Be able to interpret all District By-Laws and Rules & Regulations with accuracy and

consistency to all patrons or applicants.

- Serve as the contract manager and custodian of records for all agreements and contracts by and between the Rural Water District and any other organization, to include insurance policies, loan agreements, service contracts and agreements, etc.
- Manage, maintain, and ensure timely messaging updates to the District's communications platforms, to include webpages, robo-call system, office telephone voice mail, social media accounts, video conferencing accounts, etc.
- Maintain paper and/or electronic records in compliance with all statutory or regulatory guidelines for retention and destruction.
- Prepare, submit and retain all District personnel timecards and mileage records.

**Board Meetings** – The Manager will:

- Prepare the agenda for each meeting, regular, special or annual.
- Provide public notice of regular, special and annual meetings.
- Provide the agenda, draft minutes from the last meeting(s), and any relevant documents or materials to Board members electronically for review at least three days in advance of the next scheduled meeting.
- Attend all Board meetings, take notes and ensure Board requests or directives are addressed during, or as soon as practical after the meeting.
- Be prepared to produce accounting records of the District business to the Board.
- Present a listing of new applicants, transfers, delinquent accounts and other information as appropriate at each regular or special meeting.

**Other Duties**

- The Manager may be requested to perform duties in addition to above described, based on needs and requests by the Board of Directors.

**Minimum Qualifications**

- Education minimum requirement is a high school diploma or equivalent, with 5-years of management work experience, or
- An associate's degree with 3 years of management work experience, or
- A business degree.
- Valid Kansas Driver's License.
- Maintain Kansas automobile insurance policy.
- Experience using Word, Excel, QuickBooks and/or other similar business software products.

**Preferred Qualifications**

- Three years of experience in water resource management
- Water operator certification and/or experience in water district operations
- Bachelor's degree in environmental science, engineering, or a related field.